

BASIC LICENSING INFORMATION-

Who Needs A License?

- All entities engaged in business within the Redmond city limits, including those physically located in commercial or in-home locations inside the city limits
- All entities coming inside the city limits to perform work
- All entities who earn money without physical presence by providing services such as telecommunications or by receiving rents.
 - **Exceptions** to this are:
 - Governmental entities
 - Farmers, gardeners or other persons who sell and deliver self-grown produce
 - Home daycares
 - Non-profit businesses*
 - Residential rental or leasing of four or less units
 - Insurers or their agents who represent their own brand of insurance
 - Newspaper carriers and other business endeavors of those under 18
 - Businesses exempt by state or federal law

* Non-profit businesses must fill out a business license application and provide proof of non-profit status. However, non-profits are exempt from paying the business license fee.

LICENSING REQUIREMENTS-

General Business License (including Home Occupations)

How to Apply:

1. Download application off of City of Redmond website;
Mail in application along with payment
2. Apply in person in the City of Redmond Finance department

Steps in Application Process:

- Print the [Business License Application](#) and [Business License Application Fee Schedule](#) and complete as instructed below.
- All commercial business owners inside Redmond city limits must also:
 - Print, complete, and send the [Hazardous Materials Information Sheet](#)* with your business license application.
 - Print and read [Fire Department Guidelines](#)*

Instructions for Completing the Application:

1. In the upper left hand corner check off one of the following:
 - New Registration (Fee Required; see Fee Schedule)
 - Address Change (No Fee Required)
 - Ownership Change (Fee Required; see Fee Schedule)
2. **Business Name and Location**
 - We will emphasize the doing-business-as name if there is both a legal name and a doing-business-as name
 - The location is the physical location of the business
3. **Business Phone**
 - The phone number of the business
4. **Mailing Address**
 - Provide this only if different from the physical location.
5. **Owner of Commercial Business Property**
 - Check off one of the following:

- Business License Applicant (is the owner of the property)
- Renting from: _____ (fill in appropriate information)

6. City of Redmond License No.

- Your license number will be issued at the time of the application

7. **Washington State UBI #**

- The Unified Business Identifier (UBI) number is issued by the State of Washington (www.dol.wa.gov/businesses.htm)
- It is required that a UBI number be obtained before applying for a City of Redmond license

8. State Contractor's License No.

- Issued by the Washington State Department of Labor & Industries (L&I)
- A valid Contractor's License # is required for all building contractors before a City of Redmond license is issued

9. E-mail address

- An email address of the owner or contact person for the business

10. Employee-Hours Worked in Redmond

- Include all owners actively working in the business and all employees, whether full or part-time.
- For outside consultants or contractors coming into the city, estimate the employee-hours only for those employees who will actually be coming into Redmond.
- Annual employee hours may be calculated based on the sum of the four quarterly reports submitted to the Washington State Department of Labor & Industries (L&I). Also include owner's hours if not reported to L&I. Those businesses that do not report to L&I must estimate hours worked within Redmond.
- For assistance in calculating employee-hours for your business, please contact the Business License Division at 425-556-2193 or BusinessLicense@ci.redmond.wa.us.

11. **Business Emergency Names and Telephone Numbers**

- List the appropriate person to call in the event of an emergency such as destruction of office property.
- This will often be the owner of the business, but can also be a designated representative of the business.

12. **Date Business Opened in Redmond**

- List the date the legal owner commenced business activity in the City of Redmond.

13. Business Type

- List the type of service you provide and/or the products sold.
- The description listed in this field will show on your approved Business license.

14. Briefly describe business activity

- If you do not include enough specific information in this section, the application may be delayed until more details are provided.

15. Business Structure (Check off one of the following that applies)

- **Sole Proprietorship**
 - One individual or married couple in business alone.
 - Sole proprietorships are the most common form of business structure.
 - This type of business is simple to form and operate, and may enjoy greater flexibility of management, less legal regulation, and fewer taxes.
 - However, the business owner is personally liable for all debts incurred by the business.
- **Partnership**
 - Composed of two or more persons (usually not a married couple) who agree to contribute money, labor, and/or skill to a business.
 - They may be formed as either a General Partnership, Limited Liability Partnership (LLP), or Limited Partnership (LP).
 - General Partnerships may be created informally or with formally filed agreements, but LLP and LP formations must always be formally filed with the Secretary of State.
- **Limited Liability**
 - Share the profits, losses, and management of the business, and are equally liable for debts of the partnership.

- The sharing of profit, loss or management by LLP partners is directed by the formation agreement.
 - **Corporation**
 - Complex business structures and must be filed with the [Office of the Secretary of State](#).
 - Doing business as a corporation or LLC may yield tax or financial benefits, but these can be offset by other considerations, such as increased licensing fees or decreased personal control.
 - Corporations may be formed for profit or nonprofit purposes.
- 16. Business Location Type Inside Redmond**
 - Indicate if commercial or residential property.
- 17. Square Footage**
 - For businesses physically located in Redmond city limits, estimate square footage of business or business area in the home.
- 18. List all Owner(s)/Officer(s)**
 - List the following for all owners, partners, and officers:
 - Full Legal name
 - Residential address
 - Telephone number
 - Date of birth
- 19. Signature Line**
 - Read the certification and sign at the bottom
- 20. Redmond Home Business Owners**
 - Please read the Home Business Regulations on page 2 of the application and sign at the bottom.

Additional Documentation Required for the following licenses:

- Detective Agencies
 - Must provide a copy of a current State of Washington private detective agency license in order to obtain a City of Redmond Business license
- Private Securities Company
 - Must provide evidence that the person has a current State of Washington private security company license
 - Any individual employed as a private security guard by a private security company must possess a current State of Washington private security guard license
 - Copies of state licenses for the private security shall be filed with the City Clerk at the time of business license application
- Taxicab For Hire/Vehicle/Association
 - Must provide a copy of a current King County Taxicab license in order to obtain a City of Redmond Business license
- Public Massage Establishment
 - Any individual who applies for a business license for a public massage establishment must provide a copy of its State of Washington massage practitioner's license in order to obtain a City of Redmond license
 - Any individual rendering services at the public massage establishment must also possess a State of Washington massage practitioner's license

Expiration / Renewal:

- All business licenses expire December 31 of the year issued
- All business licenses must be renewed annually.
- Payment of your renewal license must be made on or before January 31 or late fees are assessed.
- The license will not be considered valid until all late fees are paid.

***If you are planning to sell or close your business, you must notify the City.**

- A notice of closing or sale of the business, including the effective date, is required to officially close your account.
- Non-payment of the license renewal fee does not automatically close your business license account.

Links to Forms:

[BUSINESS APPLICATION](#) [FEE SCHEDULE](#)

[HAZARDOUS MATERIALS INFORMATION SHEET](#) [FIRE DEPARTMENT GUIDELINES](#)

Payments types accepted:

- Cash or Check

For more information Contact:

Contact Name: Laura Pendergraft, City of Redmond Business License Technician

Phone: (425) 556-2193

Fax: (425) 556-2198

Address: 8701 160th Ave NE Redmond, WA 98052

Hours: Monday – Friday 8:00 am – 5:00 pm

Frequently Asked Questions:

What types of businesses need to have a business license?

All entities engaged in business within the Redmond city limits, including those physically located in commercial or in-home locations inside the city limits, those coming inside the city limits to perform work, and those who earn money without physical presence by providing services such as telecommunications or by receiving rents. **Exceptions** to this are:

- Governmental entities
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How long is the license in effect?

All business licenses expire December 31 of each calendar year and must be renewed by January 31 if business will continue in Redmond.

Can I assume the former owner's license?

No, business licenses are non-transferable. A new owner must apply for a new business license.

How soon will I get my license?

Your license will be mailed within two weeks after you turn in your application and related fees.

When is a business license denied?

In most cases, a business license is denied because of zoning or code violations on the premises. A business license can also be denied because of legal violations or indebtedness to the City.

What is the \$55 surcharge for?

The surcharge is used to pay for improvements to the City's transportation infrastructure due to the traffic impacts caused by the rapid growth within the City. To date, the surcharge has helped fund the following projects:

- Building the NE 90th Street Bridge (\$5 million from surcharge)
- Widening West Lake Sammamish Parkway from Marymoor Park to Leary Way (\$1.4 million from surcharge)
- Improving the intersection at 148th Ave. NE and NE 40th Street (\$700,000 from surcharge)

How do outside contractors and consultants determine the license fee?

Estimate the maximum number of employee-hours expected to be worked in the city during the course of the year.

When there are no employees actually working in the city, as is the case with rental property owners and telecommunications providers, how is the fee determined?

For "0" employees, the flat fee is \$67.50. However, if the gross income of the business is less than \$1,500 per year, the fee is \$15.

Does the City of Redmond charge quarterly taxes on incomes?

The City of Redmond does not charge a B&O tax. The City does charge admissions taxes, gambling taxes, and occupational utility taxes on applicable businesses. For more information on City of Redmond taxes, visit the [Redmond Municipal Code \(RMC\)](#).

Can I get a listing of new businesses in Redmond?

A list of current businesses is available in the City's Finance Department. If you plan to use the list to compile a client base, or for any other financial gain, the City cannot provide a copy of the list. If the information will be used for research, or for another purpose that does not result in financial gain, the list can be copied at a cost of \$0.15 per page. You must sign a release form stating that the list will not be used for financial gain.

Specialty Licenses:

To apply for any of the following specialty licenses, please contact the [City of Redmond Business License Technician](#) (Link to "For more information Contact") for specific application instructions.

- Adult Entertainment Manager or Entertainer
- Adult Entertainment Establishment
- Public Bathhouse/Sauna Attendant
- Public Bathhouse/Sauna Establishment
- Cabaret License
- Cable Franchise
- Carnivals, Circuses, Amusement Activities
- For Hire Driver
- For Hire Vehicle
- Gambling
- Music Box Master License
- Music Box Operator License
- Pawn Broker
- Peddler License
- Public Dance Hall/Public Dance
- Shooting Sports
- Social Card Games License
- Tow Truck License